

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

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Agency  
City of Gaithersburg

Division/Unit  
Mayor & City Council Services

Item No.	Description	Retention
1	Agenda's for M&CC Regular Meetings	Permanent. Transfer to State Archives after 3 years
2	Agenda's for M&CC Work Session Meetings	Permanent. Transfer to State Archives after 3 years
3	Agreements	Retain 3 years after life of agreement, then destroy
4	City Charter Amendments	Permanent. Transfer to State Archives after 3 years
5	City Code Supplements	Permanent. Transfer to State Archives after 3 years
6	Correspondence	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.

Schedule Approved by Department, Agency or Division Representative.

Date 3/5/12

Signature N. Lynn Board

Typed Name N. Lynn Board

Title City Attorney

Schedule Authorized by State Archivist

Date 6/12/2012

Signature Edward C. Green

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Item No.	Description	Retention
7	Deed Agreements	Permanent. Transfer to State Archives after 3 years
8	Departmental Monthly Reports	Retain for 3 years, then destroy
9	Easement Agreements	Permanent. Transfer to State Archives after 3 years
10	M&CC Meeting Packages	Retain 5 years, then destroy
11	M&CC Meeting Minutes	Permanent. Transfer to State Archives after 3 years
12	M&CC Work Session Minutes	Permanent. Transfer to State Archives after 3 years
13	Ordinance's	Permanent. Transfer to State Archives after 3 years
14	City Proclamations	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.

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Item No.	Description	Retention
15	Regulations	Permanent. Transfer to State Archives after 3 years
16	Resolutions	Permanent. Transfer to State Archives after 3 years
17	M&CC Meeting Audio Tapes	Retain 5 years, then destroy
18	Legislative Testimony	Retain 5 years, then destroy
19	Travel Expense Reports	Retain 8 years, then destroy